

**MADERA COUNTY**  
**LEGISLATIVE ASSISTANT**

**DEFINITION**

Under direction of a member of the Board of Supervisors to perform a wide variety of legislative and other specialized research and analysis; to serve as a constituent liaison; to provide assistance to a Board member or members; and to do other related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level class. Incumbents independently perform a wide variety of complex and confidential duties involving the exercise of independent judgment and initiative. This class of employee shall report directly to an assigned Board member for all purposes. The Board of Supervisors has adopted special procedures for the supervision of this class of employee under Resolution 2006-230.

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provides confidential and professional staff assistance to a member of the Board of Supervisors and in support of the goals and objectives of the Board of Supervisors; compiles and analyzes data and makes recommendations; assists in the preparation of various documents; researches, collects, compiles and analyzes information from various sources on a variety of specialized topics; collects data pertinent to a wide variety of community interests and governmental problems; conducts surveys and performs research; reads, examines and monitors legislation and analyzes proposed legislation to assess impact on County programs, services and operations; communicates with local, State and Federal elected representatives on proposed legislation; pursues legislation for local benefit on behalf of the member or Board of Supervisors; serves as a liaison with member constituency, employees, the public and community groups; provides information and assistance to the public and other governmental entities; receives and responds to complaints and questions; refers inquiries to proper departments or agencies and monitors disposition; makes oral or written reports to the Board of Supervisors; answers routine correspondence; assists with document management and retrieval systems, including data entry; schedules meetings; makes oral presentations; reviews problems and recommends corrective action; coordinates activities and special events with County departments, the public, and outside agencies; and attends meetings, seminars or conferences as a representative of a member of the Board of Supervisors.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles, functions, practices and operations of the Board of Supervisors, including County programs, services, activities, regulations, and administrative proceedings.  
Legislative processes at the Federal, State and local level.  
Federal, State and local governmental organizations.  
Read and comprehend large amounts of technical materials.  
Relationship of Federal and State programs with local government programs.  
Principles, techniques, and methods of representing a public agency before the general public and other governmental entities.  
Research methods and techniques, and methods of report preparation.  
Sources of information related to a broad range of programs, services and functions of local government.  
Current office practices and procedures, including familiarity with filing systems, data processing principles and the use of personal computer equipment and software.  
Correct English grammar, spelling, punctuation, and vocabulary.  
Business letter writing.

**Skill to:**

Operate modern office equipment, including computer equipment.  
Operate a motor vehicle safely.  
Type at a speed necessary for successful job performance.

**Ability to:**

Plan, collect, organize, synthesize, and evaluate data and information from a variety of sources.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Assist members of the Board of Supervisors to formulate responses to inquiries and complaints from concerned citizens and employees.  
Read, understand and apply applicable Federal, State, and local laws, rules and regulations.  
Understand and effectively communicate County regulations and procedures.  
Handle a wide variety of public contact with courtesy and tact, both on the telephone and in person.  
Prepare clear and concise correspondence, written analyses, evaluation summaries, recommendations, and reports.

**Ability to: (Continued)**

Communicate clearly and concisely, both orally and in writing.

Speak in public and before a wide diversity of groups.

Adhere to deadlines and short time constraints.

Maintain confidentiality of sensitive information.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Some administrative and analytical experience within a local government environment, involving the collection, compilation, and analysis of data.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business management, finance administration, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment and ability to travel to different sites and locations.

**Effective Date** December, 2006